

# Reclamation Manual

## Directives and Standards

7-2640 (3-13)  
Bureau of Reclamation

RECLAMATION  
*Managing Water in the West*

### BUREAU OF RECLAMATION TOUR OF DUTY REQUEST

*The purpose of this form is for the employee and supervisor to designate employee Tour of Duty, and for the Human Resources Office to document employee schedules in the Time and Attendance system. All employees must complete this form.*

Employee Name: \_\_\_\_\_ Employee Org Code \_\_\_\_\_

Tour of Duty Requested:

#### Fixed Work Schedule (ten 8-hour days per pay period)

1. State your requested Hours of Duty:

a. Starting Time: \_\_\_\_\_ A.M.

b. Ending Time: \_\_\_\_\_ P.M.

c. Lunch period: \_\_\_\_\_ ☐ A.M. ☐ P.M. to \_\_\_\_\_ ☐ A.M. ☐ P.M.

**Flexible Work Schedule:** (five 8-hour days per pay week/ten 8-hour days per pay period, with designated start and ending times that are flexible, between 6:00 A.M. and 6:00 P.M.). *The hours of duty for a requested Flexible Work Schedule must reflect an 8-hour day. Reclamation's core hours are from 9:30-11:00 a.m. and 1:30 to 2:30 P.M. when all employees on a flexible schedule must be present, or be on approved leave.*

1. State your requested Hours of Duty:

a. Starting Time: \_\_\_\_\_ A.M.

b. Ending Time: \_\_\_\_\_ P.M.

c. Lunch period: \_\_\_\_\_ ☐ A.M. ☐ P.M. to \_\_\_\_\_ ☐ A.M. ☐ P.M.

Work time in excess of 8 hours will be earned credit hours and must be approved in advance by your manager or supervisor, and be recorded on the time sheet accordingly. Credit hours cannot exceed 3 hours per day, or be earned after 6:00 P.M. Monday through Friday.

**Compressed 4/10 Work Schedule:** (four 10-hour days per week/eight 10-hour days per pay period).

NOTE: Credit hours cannot be earned by employees working under a Compressed Work Schedule.

1. State your requested Hours of Duty:

a. Starting Time: \_\_\_\_\_ A.M.

b. Ending Time: \_\_\_\_\_ P.M.

c. Lunch period: \_\_\_\_\_ ☐ A.M. ☐ P.M. to \_\_\_\_\_ ☐ A.M. ☐ P.M.

2. State your non-duty day: \_\_\_\_\_ 1<sup>st</sup> week \_\_\_\_\_ 2<sup>nd</sup> week.

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**Compressed 5/4/9 Work Schedule:** (eight 9-hour days and one 8-hour day per pay period).  
**NOTE:** Credit hours cannot be earned by employees working under a Compressed Work Schedule.

1. State your requested Hours of Duty:

a. Starting Time: \_\_\_\_\_ A.M.

b. Ending Time: \_\_\_\_\_ P.M.

c. Lunch period: \_\_\_\_\_ ☐ A.M. ☐ P.M. to \_\_\_\_\_ ☐ A.M. ☐ P.M.

*Start and end time entered above should reflect your 9-hour day.*

2. State your non-duty day: \_\_\_\_\_

Indicate which week of pay period \_\_\_\_\_ 1<sup>st</sup> week \_\_\_\_\_ 2<sup>nd</sup> week.

3. State your 8-hour day: \_\_\_\_\_

Indicate which week of pay period \_\_\_\_\_ 1<sup>st</sup> week \_\_\_\_\_ 2<sup>nd</sup> week.

**Other Work Schedule:** (established through Union negotiation).

1. State your requested Hours of Duty:

a. Starting Time: \_\_\_\_\_ A.M.

b. Ending Time: \_\_\_\_\_ P.M.

c. Lunch period: \_\_\_\_\_ ☐ A.M. ☐ P.M. to \_\_\_\_\_ ☐ A.M. ☐ P.M.

2. State your non-duty day(s): \_\_\_\_\_

Indicate which week of pay period \_\_\_\_\_ 1<sup>st</sup> week \_\_\_\_\_ 2<sup>nd</sup> week.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Manager/Supervisor  
Signature/Approval \_\_\_\_\_ Date: \_\_\_\_\_

Effective  
Pay Period \_\_\_\_\_ (i.e., 201307) Date: \_\_\_\_\_

*Send a copy of this approved form to your local Human Resources Office  
for appropriate FPPS coding.*